

Iowa Utilities Board Electronic Filing System

User Guide for Registered Users

Revised January 2011

This manual is intended to provide guidance and information to users of the Iowa Utilities Board Electronic Filing System.

These user guides may not include current information necessary to make filings with the Iowa Utilities Board. Additional information and updated information for the Electronic Filing System can be found by viewing documents in the following Dockets:

- [EFS-2011-0001](#)
- [EFS-2010-0001](#)
- [EFS-2009-0001](#)

An EFS docket will be created each calendar year and will contain information created and sent to EFS users during that year.

Your feedback is important to making this user guide as useful as possible. Please send comments and questions about this manual to the EFS Help Desk at efshelpdesk@iub.iowa.gov.

Table of Contents

1	Introduction	3
1.1	Purpose.....	3
1.2	How to Use This Guide	3
1.3	System Requirements	3
1.4	Contact Us	4
2	Filing and Retrieval of Documents.....	4
3	EFS Processes	5
3.1	Login	5
3.2	Forgot Password	6
3.3	Update Profile.....	8
4	Submitting a Filing	10
4.1	Submission Process Overview	10
4.2	How to File.....	10
4.3	What Happens to Your Filing	17
4.3.1	Records Center Staging Area.....	17
	• Accepted Filings	18
	• Rejected Filings	18
4.3.2	Availability.....	18
5	Searches	18
5.1	Docket Search	18
5.2	Company Search	18
5.3	Document Search and Retrieval	18
5.4	Wildcard Searches.....	19
5.4.1	Wildcard Search Example A	19
5.4.2	Wildcard Search Example B	19
5.5	Summary of Orders and Filings Search	24

5.6	Docket Search	26
5.7	Company Search	28
5.8	View Service List.....	29
6	File and Document Naming Instructions.....	29
6.1	Sample Filing Titles:.....	30
6.2	Sample Document Titles:.....	31
6.3	What Not to Do	32
7	Common Features	32
7.1	Quick Access Keys	32
7.1.1	Internet Explorer on a PC.....	32
7.1.2	Internet Explorer on a Mac	32
7.1.3	Mozilla Firefox.....	33
7.1.4	Opera	33
7.2	Magnifying Glass Icons	33
7.3	Calendar Icons.....	33
7.4	Required Fields	33
7.5	Header Menu	33
7.6	Footer	34
7.7	Error/Warning Messages.....	34
8	Glossary.....	36
9	Index	38
	Appendix A: Standards for Electronic Information.....	39
A.	Information for proceedings subject to the Electronic Filing Requirement	39
B.	Naming Conventions for Documents and Filings in EFS	40
C.	Information for proceedings not subject to the Electronic Filing Requirement	43

1 Introduction

1.1 Purpose

This guide is intended for registered users of the Iowa Utilities Board's Electronic Filing System (EFS), although most functions described in this guide will be the same for all users. A registered user is a user who has obtained a user ID and password in order to submit filings for the Board's consideration through EFS.

The Board uses EFS to receive, distribute, and publish documents electronically. EFS was developed to allow easy submission of and access to documents for all users, including the general public.

1.2 How to Use This Guide

As of January 2, 2009, filings with the Iowa Utilities Board must be made electronically, unless an exception applies or the Board orders otherwise. The Board's administrative rules governing electronic filing are found at 199 IAC 14 at <http://www.legis.state.ia.us/IAC.html>.

This guide has been prepared to assist the registered user of EFS in submitting and searching for documents filed electronically. The guide contains introductory information, such as system requirements; common functions, such as the magnifying glass icon; explanations of how to submit a filing; a glossary; and an index. The glossary lists terms and definitions used within this guide. The index lists functions, topics, and their corresponding page numbers. Screen shots may differ slightly from the actual screens in EFS.

1.3 System Requirements

EFS is a Web-based application that must be accessed through a Web browser.

The supported Web browsers are:

- Microsoft Internet Explorer (5.5 SP2, 6.0 SP2, or 7.0)
- Firefox (1.5 or higher)
- Opera

Although EFS will respond faster over a high-speed Internet connection, dial-up users also have access to EFS. If you have a dial-up connection, expect slower speeds, especially if attempting to upload a document into the system or when performing a search with many results.

Most documents in EFS are stored as PDF (portable document format) files. Adobe Reader, or similar software, is required to view PDF files. To download the latest version of Adobe Reader, go to

<http://www.adobe.com/products/acrobat/readstep2.html>. Some items such as spreadsheets, graphics or sound files will be stored in other formats and users will need the appropriate software to use those items.

Please also make sure pop-up blockers are disabled for the site, as there are many functions that occur within a pop-up window (e.g. docket searches, calendar pop-ups). To turn off the pop-up blocker in Microsoft Internet Explorer 6, select the Tools menu, then choose Pop-up Blocker. If the Blocker is off, EFS will work fine. If the Blocker is on, select Pop-up Blocker Settings and add efs.iowa.gov/efs to the list of exceptions so pop-ups are enabled for EFS.

The EFS Web site is best viewed with an 800 x 600 screen resolution or higher.

1.4 Contact Us

Office Location:

Iowa Utilities Board
1375 East Court Avenue
Des Moines, Iowa 50319-0069

EFS Help Desk:

Phone: (515) 725-7337
E-mail: efshelpdesk@iub.iowa.gov

IUB Web site

<http://iub.iowa.gov>

EFS Web site

<http://efs.iowa.gov>

2 Filing and Retrieval of Documents

The Electronic Filing System (EFS) is the Web-based application used by the Board to receive electronic filings from external users and is the repository of most documents electronically filed with the Board and orders issued by the Board in proceedings initiated on or after January 2, 2009. EFS makes Board orders and non-confidential documents available on the Board's Web site for public searching and download. The Board's electronic filing requirement went into effect on January 2, 2009. The Board's rules governing electronic filing and identifying exceptions to the electronic filing requirement are found at 199 IAC 14.

You can use the EFS to file documents with the IUB. Once you have logged in, your username and password will fill in some information about you. To complete the filing, enter some information about the filing and add your document(s). If you don't know the docket information, you may leave it blank. The filing title is provided by you to help the IUB know what the filing is about.

The filing title should include information that will allow it to appropriately identify groups of documents filed at the same time. For instance, a filing that will include all the initial documents for a

rate proceeding might be called Request for Natural Gas Rate Increase. (See Section 6 for more information about naming conventions for filings and documents.)

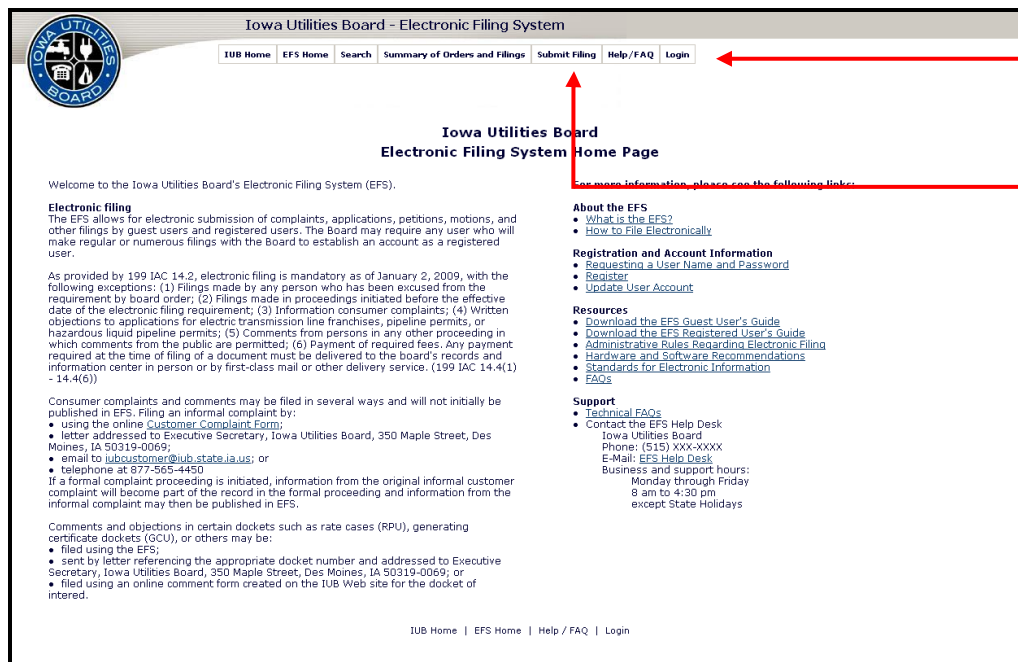
If you have more than one document to submit in a filing, you can add documents one at a time until you have added them all. Each document should be named to permit easy retrieval through the document search. Documents within a filing should each have a unique name. See Section 6 of this guide for naming conventions. Documents in a single filing should be related to the same docket or proceeding. Submit unrelated documents as separate filings.

You can also use EFS to search for public documents filed with or issued by the Board, for tariffs, and for information about dockets and companies.

3 EFS Processes

3.1 Login

Although all search information can be accessed without logging in, submitting a filing is simpler for a logged-in registered user. You can access the Login screen by selecting the Login link on the header menu or by selecting the Submit Filing link on the header menu (if you have not already logged in). Once you reach the login screen, enter your username (not case-sensitive) and password (case-sensitive) and select the Login button.



If you have forgotten your password, select the Forgot Password link on the Login screen (underneath the Login button) and you will be taken through a series of screens to verify your identity.

Iowa Utilities Board - Electronic Filing System

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ

User ID:
 Password:
 (L)ogin (C)lear Screen

[Register](#) [Forgot Password?](#)

IUB Home | EFS Home | Help / FAQ

Enter your User ID and password. Select the Login link.

Select the Forgot Password? link if you cannot remember your password.

Iowa Utilities Board - Electronic Filing System

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ

Filings may be submitted by registered users or by guests.
 If you wish to make a filing and will be doing so on rare occasions (one or two filings per year or less), click below to submit that filing as a guest user.
 If you make a regular, routine, or large filings, please log in or apply to become a registered user.

(S)ubmit Filing As Guest

Registered User Login

User ID:
 Password:
 (L)ogin (C)lear Screen

[Register](#) [Forgot Password?](#)

IUB Home | EFS Home | Help / FAQ

This is the Login screen view if the Submit Filing link is selected and you are not already logged in.

3.2 *Forgot Password*

If you have forgotten your password, select the Forgot Password link on the Login screen (underneath the Login button) and you will be taken to a new window where you will go through a series of screens to verify your identity and allow you to reset your password.

ORACLE Identity Management
Self-Service Console

Reset My Single Sign-On Password

Confirm Identity | Confirm Additional Personal Information | Reset SSO Password

Confirm Identity

Your identity needs to be confirmed by entering your Single Sign-On username you are associated with. Click on Next to continue.

User Name

Cancel Step 1 of 3 Next

Home | Help

Copyright ©1996, 2005, Oracle. All rights reserved.

Enter your username here.

Select Next to continue.

ORACLE Identity Management
Self-Service Console

Reset My Single Sign-On Password

Confirm Identity Confirm Additional Personal Information Reset SSO Password

Confirm Identity

Your identity needs to be confirmed by entering your Single Sign-On user name you are associated with. Click on Next to continue.

Error
Cannot proceed. Please contact your Administrator to have your password reset !

User Name

Cancel Step 1 of 3 Next

Home | Help

Copyright © 1996, 2005, Oracle. All rights reserved.

If you do not have a hint question and answer entered, you will receive an error message and you will need to contact the EFS Help Desk to reset your password.

IONA UTILITIES BOARD

Reset My Single Sign-On Password

Confirm Identity Confirm Additional Personal Information Reset SSO Password

Confirm Additional Personal Information

In order to reset your password, you must correctly enter additional information associated with your account.

here is my hint

Cancel Back Step 2 of 3 Next

Home | Help

Copyright © 1996, 2005, Oracle. All rights reserved.

If you do have a hint question and answer entered, your hint question will display and you will need to enter the exact answer that you entered when you set up your username initially.

Select Next to continue.

IONA UTILITIES BOARD

Reset My Single Sign-On Password

Confirm Identity Confirm Additional Personal Information Reset SSO Password

Reset SSO Password

You need to enter new password to override your original SSO password. Click on Finish to continue.

New Password

Confirm New Password

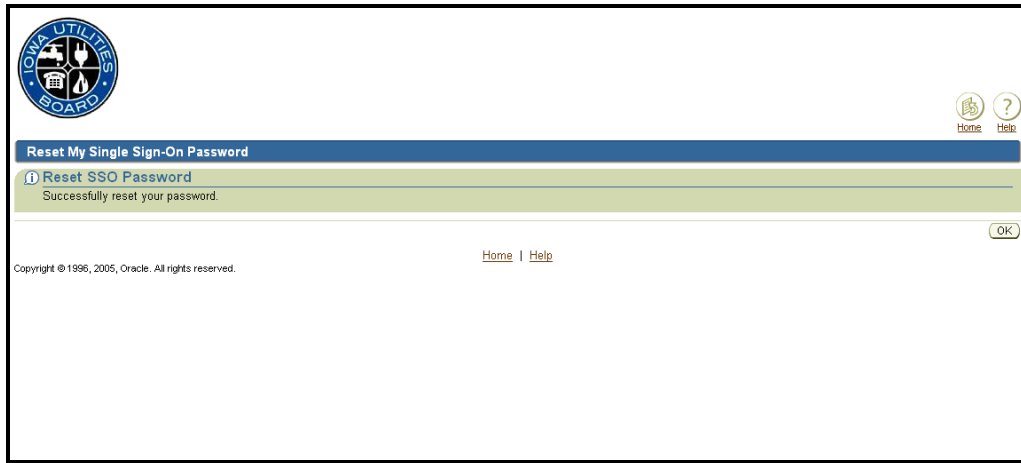
Cancel Back Step 3 of 3 Finish

Home | Help

Copyright © 1996, 2005, Oracle. All rights reserved.

Enter a new password to have it reset.

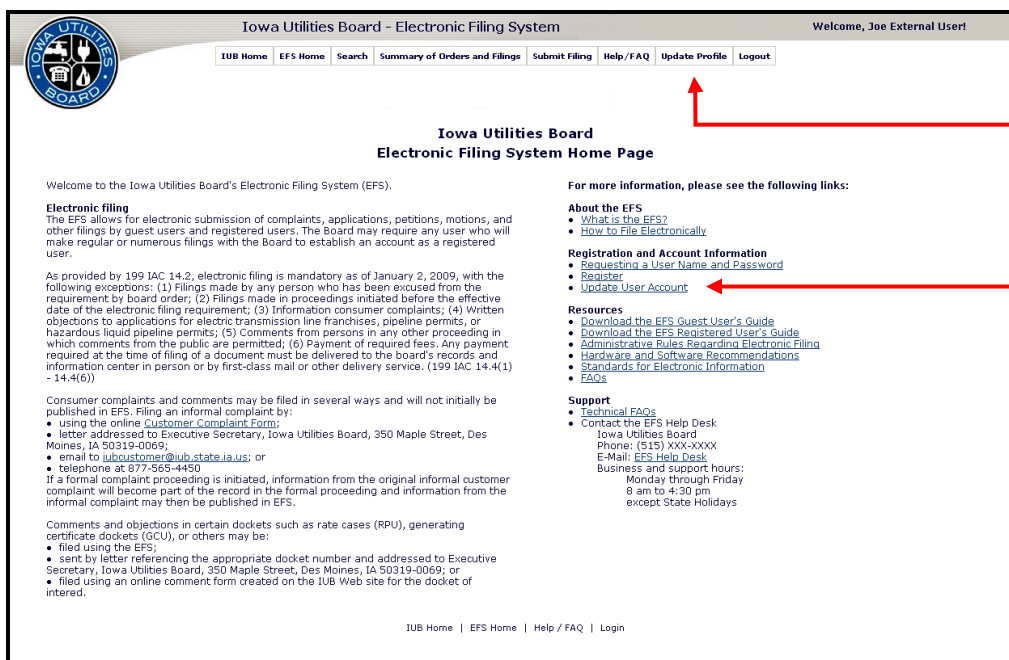
Select Finish.



Your password has now successfully been reset. You can close this window now and log into EFS using this new password.


3.3 Update Profile

To update your profile information, such as your e-mail address, mailing address, phone number, etc., click on the Update Profile link on the header menu or the Update User Account link on the EFS Home page. You will be taken to a new window where you will be prompted to enter your username and password again for security reasons. Then you will be able to update all of your personal information. Make any changes you wish and then select the Submit button. If you select the My Profile tab at the top right of the screen or the View Profile link, you will be taken to the View My Profile screen where you will also have the option to change your password if you wish. Once you are done, you can close the window and return to your application. To have the changes reflected in EFS (i.e. the name display on the menu or any information for the Submit Filing screen), you will need to select the Logout button and then log into the system again.



Here is the Update Profile link.

Here is the Update User Account link.



Home **My Profile** Directory

Logout Help

Logged in as Joe User

[View My Profile >](#)

Basic Information Telephone Numbers Company Information

Cancel Submit

Basic Information

Middle Name External

* Email Address email.address@location.com

Alternative Email

* Contact Method Email

Telephone Numbers

Work Phone (515) 555-5555

Alternative Phone

Mobile Phone

fax

Company Information

Job Title

Company Name

Address 1 First row of the address

Address 2

Address 3

City West Des Moines

State IA

Zip Code 50266

Country United States

* Foreign N

Return to Top

Return to Top

Cancel Submit

Home | My Profile | Directory | Logout | Help

Copyright © 1996, 2005, Oracle. All rights reserved.

Here is the My Profile tab.

Here is the View My Profile link.

Required fields are marked with a * icon.

A contact method must be entered and the valid values are E-mail and Address. If you select Address, make sure your address information is filled out.

All phone numbers should be in the format (xxx) xxx-xxxx.


State should be the two-character code if within the US.

Zip Code should be in the format xxxxx or xxxxx-xxxx.

Here is the Change My Password link.

Foreign must be either Y or N. If it is Y, then enter your address in the fields Address 1, Address 2, and Address 3 and ignore the rest. If N, fill out all the fields.

Select the Edit My Profile to return to the Edit Profile view.



Home **My Profile** Directory

Logout Help

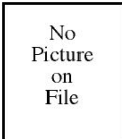
Logged in as Joe User

[View My Profile](#) | [Change My Password](#) | [View my Org Chart](#) | [Change my time zone](#)

[Edit My Profile](#)

[Refresh My Profile](#)

View User: Joe User



Basic Information

First Name Joe

Middle Name External

Last Name User

User ID joeExternal

Email Address erin.putrah@zircus.com

Alternative Email

Contact Method Email

Telephone Numbers

Work Phone (515) 974-5554

Alternative Phone

Mobile Phone

fax

Company Information

Job Title Records Center Manager

Company Name

Address 1 First row of the address

Address 2

Address 3

City West Des Moines

State IA

Zip Code 50266

Country United States

Foreign N

Provisioning Status

Application Name	Provisioning Status	Provisioning Status Description
No Applications configured		

Edit My Profile

Home | My Profile | Directory | Logout | Help

Copyright © 1996, 2005, Oracle. All rights reserved.

4 Submitting a Filing

4.1 Submission Process Overview

To submit a filing through EFS, first log into the system. You can do this by clicking on Login and entering your username and password. Once you are logged in, select the Submit Filing link from the header menu. You can also select the Submit Filing link from the header menu and then log into the system. See Section 3.1 to review the Login process. After logging in, you must enter some basic information about the filing. Then, you will be sent to the page where one or more documents can be added to the filing. A filing must include at least one document. Once all the documents are added, select the Submit Filing button and a screen will display “Upload Complete” and give you some basic information about your filing. At this point, the filing will be submitted to the Board’s Records and Information Center for processing.

4.2 How to File

Because you are a logged-in registered user, your name will appear in the Submitter field. Your first step is to enter information about the filing and about the party for whom the filing is submitted (Submitter Company or a company or person identified in lower half of the screen). Enter the following information in the appropriate fields as necessary:

- Enter the docket number if you know the number, or search for the docket number using the Docket Search pop-up screen. The docket number is not a required field.
- Enter the Filing Title. See Section 6: File and Document Naming Instructions for information about how to name the filing.
- Check the Out-of-State Attorney checkbox if you are an out-of-state attorney (not admitted to practice in Iowa and not employed by the company or entity for which you are making the filing), the filing you are submitting is one that must be served on other parties, and you have not already provided contact information for an in-state attorney. If you check the Out-of-State Attorney checkbox you will have the opportunity to identify an in-state attorney using the In-State Attorney pop-up screen.
- Find and highlight the name of the company or entity for which the filing is made in the Submitting Companies dropdown list, and click "Add" to enter the name in the Submitting Parties field. The search magnifying glass to the right of the Submitter Company field allows you to search for the name of the company or entity for which you are submitting the filing and to select that name if it is already stored in Board records.
- If the name of the company or entity on whose behalf you are making the filing does not appear on the dropdown list or if you are making the filing on behalf of person, enter the name and contact information for that company or person in the lower half of the screen.
- Enter any comments about the filing in the comments field.

To continue with the filing, press (A)dd Documents.

To cancel the filing before adding documents, press (C)lear Screen.

Selecting (A)dd Documents will take you to the "Add a Document to the Filing" screen, where you will select the document you wish to file using the Browse function.

- Using the Browse function, search your computer files and select the document you wish to file.
- Enter the title of the document you wish to add to your filing. See Section 6 for File and Document Naming Instructions.
- Enter any comments about the document you wish to include. Filers can use the Comments field to convey information to Records Center about the document. Document comments will not be searchable in EFS.
- Click on "Add Document."
- If you have another document to include in your filing, simply Browse again to find that document on your computer or network and enter information about that document.
- If you have added a document in error, click on "delete" next to that file in the "Documents Included in Filing" list. Only the selected document will be deleted from the filing.
- When you are done adding documents to your filing, click on "Submit Filing."
- To cancel the entire filing without submitting any documents or filing information, click on "Ca(n)cel Filing". This removes all filing information and documents and allows you to begin a new filing.

Iowa Utilities Board - Electronic Filing System Welcome, Joe External User


[IUB Home](#) [EFS Home](#) [Search](#) [Summary of Orders and Filings](#) [Submit Filing](#) [Help/FAQ](#) [Update Profile](#) [Logout](#)

Welcome to the Iowa Utilities Board's (IUB) Electronic Filing System.

You can use this system to file documents with the IUB. Simply fill in some information about yourself and about the document and filing on this screen and select Add Document. If you don't know the docket information, you may leave it blank. The Filing Title is provided by you to help the IUB know what the filing is about.

On the next screen, you will select the file you wish to upload, and add it to your filing. If you have more than one document to submit in this filing, you can add documents one at a time until you have added them all. Documents in a single filing should be related to the same docket or subject. Please submit unrelated documents as separate filings. To submit the filing after adding document(s), press "Done". To cancel a submission without filing it, press the "Cancel" button at any time.

*** - required field**

New Docket:
Docket Number: 
Filing Title: *
Out of State Attorney? ☐
Submitter Name: Joe External User
Submitting Parties: [Select a Submitting Company]
Joint Filing: ☐
Comments:

If you are making this filing for another person or company not included in the Submitting Parties list above:
Please provide the following contact information for that person or company in the section below: Name and address and, if possible include a telephone number and E-Mail address.

Name:
Email:
Address is outside the US, Canada, and Mexico: ☐
Address 1:
Address 2:
Address 3:
City:
State / Province:
Country:
Zip Code / Postal Code: -
Phone: - -

[IUB Home](#) | [EFS Home](#) | [Help / FAQ](#) | [Logout](#)

Select the magnifying glass icon to pop-up a Docket Search that will populate the field.

If you are an out of state attorney, select this checkbox. A pop-up will appear where you can provide contact information for an in-state attorney.

Select the magnifying glass icon to pop-up a Company Search that will populate the Parties box.

Select the corresponding Add buttons to add a selected company or party to the Submitting Parties box.

To remove parties from the list you have created, select one or more parties (use Ctrl-click to select multiples) and click the Remove button.

If this is a joint filing and two or more submitting parties are entered, check this box.

If you are making this filing for another person or company not included in the Submitting Company field above, enter their information in this section.

Select this box if the address of the person/company you are submitting on behalf of is outside the US, Canada, or Mexico. Selecting this will hide irrelevant address fields.

To move on and add documents to your filing, select the Add Documents button. However, make sure all the information you entered is correct because you cannot return to this screen.

Docket Number:

Docket Title:

Docket Description:

Docket Notes:

Docket Type: RPU - Rate Proceeding Utility

Initial Filing Date: -

Parties: [Select a Company]

Industry Type:

Cable
Electric
Gas
Other
Pipeline
Renewable
Telephone
Video
Water
Wind
Wireless

Your search returned 5 results.

	Docket Number	Docket Title	Industry Type
Select	RPU-2007-0001	South Slope Cooperative Telephone Company	Telephone
	Docket Description: Application for Access Service Rates		
Select	RPU-2007-0002	MidAmerican Energy Company	Electric, Gas
	Docket Description: Application for Declaration of Ratemaking Principles for Wind Power Projects		
Select	RPU-2007-0003	Iowa-American Water Company	
	Docket Description: Application for Revision of Rates		
Select	RPU-2007-0004	Interstate Power and Light Company	Electric
	Docket Description: Rate Equalization Third Step Tariff Application		
Select	RPU-2007-0005	Interstate Power and Light Company	Electric
	Docket Description: Application for Determination of Ratemaking Principles for Wind Project		

[Help / FAQ](#)

If the magnifying glass is selected next to the Docket Number field, this Docket Search pop-up will appear. Once a search is run, the results will show on the bottom of the screen. For more information regarding the Docket Search, see section 5.6.

Select the Close button to close the pop-up without selecting a docket number.

Select the Select link to choose a specific docket number. The information for that specific docket will be filled in on the parent screen.

Company Number:

Company Name:

Company Address:

City:

State / Province: [Select a State / Province]

Industry Type: Cable

Certification Type: [Select an Certification Type]

Company Status: Active

Your search returned 2 results.


	Company Name	Industry Type	Status	Inactive Date
Select	Des Moines Water Works	Cable	Active	
Select	Pirie and Company	Cable, Other, Renewable, Wind, Wireless	Active	

[Help / FAQ](#)

If the magnifying glass is selected next to the Submitting Company field, this Company Search pop-up will appear. Once a search is run, the results will show on the bottom of the screen. For more information regarding the Company Search, see section 5.7.

Select the Close button to close the pop-up without selecting a docket number.

Select the Select link to choose a specific docket number. The information for that specific docket will be populated on the parent screen.



Iowa Utilities Board - Electronic Filing System
Welcome, Joe External User

IUB Home
EFS Home
Search
Summary of Orders and Filings
Submit Filing
Help/FAQ
Update Profile
Logout

Welcome to the Iowa Utilities Board's (IUB) Electronic Filing System.

You can use this system to file documents with the IUB. Simply fill in some information about yourself and about the document and filing on this screen and select Add Document. If you don't know the docket information, you may leave it blank. The Filing Title is provided by you to help the IUB know what the filing is about.

On the next screen, you will select the file you wish to upload, and add it to your filing. If you have more than one document to submit in this filing, you can add documents one at a time until you have added them all. Documents in a single filing should be related to the same docket or subject. Please submit unrelated documents as separate filings. To submit the filing after adding document(s), press "Done". To cancel a submission without filing it, press the "Cancel" button at any time.

* - required field

New Docket:
Docket Number:
Docket Title:
Docket Description:
Docket Notes:
Filing Title:
Out of State Attorney?
Submitter Name:
Submitting Parties:

☐

☐
Joe External User

☐

Joint Filing :

Comments:

If you are making this filing for another person or company not included in the Submitting Parties list above:
Please provide the following contact information for that person or company in the section below: Name and address and, if possible include a telephone number and E-Mail address.

Name:
Email:
Address is outside the US, Canada, and Mexico:
Address 1:
Address 2:
Address 3:
City:
State / Province:
Country:
Zip Code / Postal Code:
Phone:

☐

IA - Iowa
United States
 -
 - -

IUB Home | EFS Home | Help / FAQ | Logout

This screen shows the view when a valid docket number has been selected from the docket search pop-up. Basic information will be shown about that docket to make sure the correct one has been selected.

Basic docket information.

Once the Add Documents button is selected, you will be taken to the page where you can add one or more documents to the filing.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help / FAQ | Update Profile | Logout

Add a Document to the Filing

* - required field

Filing Title: Test Filing for User Guide

Does this document contain confidential information? ☐ Yes ☒ No

Document to File: *

Document Title: *

Comments:

IUB Home | EFS Home | Help / FAQ | Logout

If you assert that the document contains confidential information, select the Yes radio button and a pop-up will appear showing the criteria for a confidential document.

Select the Browse button to browse your computer or network and select a file.

To add the document you selected to the filing, select the Add This Document to Filing button.

When you are done adding documents, select the Submit Filing button.

To cancel your filing and remove your documents and any information from the EFS database, select the Cancel Filing button.

Does this document contain confidential information?

If you are claiming that the document you are filing contains confidential information,

1. Review the Board's Rules regarding confidential information at [199 IAC 1.9](#) and [199 IAC 14.12](#).
2. Include as necessary:
 - Either a separate request for confidential treatment or, if a separate request is not required, a description of the basis for confidential treatment in the "Comments" field.
 - The confidential version of the document named as "Document Title - Confidential," formatted as required by [199 IAC 14.12](#).
 - The public version of the document named as "Document Title - Public," with all confidential information redacted. It is the responsibility of the person or entity submitting a public version of the electronic document file(s) to take appropriate measures to ensure that any embedded confidential information is non-viewable, non-searchable, and non-reversible.

Do you still wish to designate this document as confidential?

[Help / FAQ](#)

This is the Request for Confidential Filing pop-up that appears when the Yes radio button is selected.

Before proceeding, make sure your filing meets all requirements regarding confidential information. If you still wish to request confidential treatment, you MUST select the Yes button to continue.

Iowa Utilities Board - Electronic Filing System Welcome, Joe External User!

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Update Profile | Logout

Add a Document to the Filing

* - required field

Filing Title: Test filing for User Guide

Does this document contain confidential information? ☐ Yes ☒ No

Document to File: *

Document Title: *

Comments:

Documents Included in Filing

	ID	Filename	Document Title	Confidential	File Size
Delete	000494	Reports_examples.doc	Report Examples Document	N	40 KB
Delete	000493	Data Dictionary.doc	Data Dictionary Document - CONF	Y	70 KB

IUB Home | EFS Home | Help / FAQ | Login

This is the view that shows when documents are added to the filing. Note that the documents are listed below.

If a document was added in error, use the Delete link to delete the document from the filing. A confirmation box will appear to make sure you want to delete.

Each document is assigned an ID in EFS.

A confidential indicator shows whether or not you requested confidential treatment.

The file size is listed so you can verify that the entire document was uploaded.

Iowa Utilities Board - Electronic Filing System Welcome, Joe External User!

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Update Profile | Logout

Add a Document to the Filing

* - required field

Filing Title: Test filing for User Guide

Does this document contain confidential information? ☐ Yes ☒ No

Document to File: *

Document Title: *

Comments:

Documents Included in Filing

	ID	Filename	Document Title	Confidential	File Size
Delete	000498	Reports_examples.doc	Report Examples Document	N	40 KB
Delete	000497	Data Dictionary.doc	Data Dictionary Document - CONF	Y	70 KB

IUB Home | EFS Home | Help / FAQ | Login

You must confirm that you really want to delete before the document can be deleted from the filing.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User!

TUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Update Profile | Logout

Add a Document to the Filing

* - required field

The page at http://iubvm2.dev.zirous.com:7777 says:

Would you like to add the current document to the filing before the filing is completed? Selecting "Cancel" will close the filing but not add the current document.

OK Cancel

(A)dd This Document to Filing

(C)lear Screen (S)ubmit Filing Ca(n)cel Filing

Documents Included in Filing

ID	Filename	Document Title	Confidential	File Size
000498	Reports_examples.doc	Report Examples Document	N	40 KB
000497	Data Dictionary.doc	Data Dictionary Document - CONF	Y	70 KB

IUB Home | EFS Home | Help / FAQ | Login

If the Submit Filing button is selected while a file is in the Document to File field, a confirmation box will appear giving you the option to add the document to the filing before it is completed or to complete the filing without that document.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User!

TUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Update Profile | Logout

Upload Complete

You will be notified when your filing is processed by the IUB Records Center.

Filing ID: 2301
Filing Title: Test filing for User Guide
Date Submitted: 05/23/2008

Documents Included in Filing

ID	Filename	Document Title	Confidential	File Size
000498	Reports_examples.doc	Report Examples Document	N	40 KB
000497	Data Dictionary.doc	Data Dictionary Document - CONF	Y	70 KB

IUB Home | EFS Home | Help / FAQ | Login

When the Submit Filing button is selected, you are taken to this screen, showing that your filing was completed.

You can select the Print button to print your Filing Complete page and the page will print without the header, footer, and buttons.

Your filing is assigned an ID number. Make a note of this ID as it is the best way for the EFS administrator to find your filing if there is a problem with the submission.

4.3 What Happens to Your Filing

4.3.1 Records Center Staging Area

Your filing is uploaded to a Staging Area that is monitored by the IUB Records and Information Center (Records Center) staff during regular business hours (M-F 8 am to 4:30 pm, except state holidays). Records Center will review the filing information you provide and will quickly skim the documents to assure the filing is complete and properly described. After this quick review, they will accept the filing or reject the filing.

- **Accepted Filings**

Accepted filings will be date stamped and e-mail notification will be sent to you (the filer), the persons on the service list (if one exists), the Office of Consumer Advocate, and to the Board and IUB staff. You are responsible for service of documents for any party on the service list who is unable to accept electronic service. For more information about electronic service, see 199 IAC 14.16.

- **Rejected Filings**

Rejected filings will be removed from the system and an electronic notice including the reason for rejection will be sent to you (the filer). Rejected filings will need to be resubmitted in their entirety once the necessary corrections have been made. A filing must be accepted for filing to meet any deadline.

4.3.2 Availability

Filings can be made in EFS at any time, except during scheduled or unscheduled maintenance. Filings received in the EFS staging area by 3:30 pm Central Time on an IUB business day will be considered filed on that day if they are accepted for filing by the Records Center.

EFS is available for searching at any time, except during scheduled or unscheduled maintenance.

Whenever possible, notice of maintenance will be provided on the IUB Web site and on the EFS Web site. Whenever possible, registered users will be notified by e-mail of EFS system outages.

5 Searches

Within EFS, you can search for Docket information, Company information, Tariffs, Information about Filings, and Documents. Search results are the same whether a user is logged in or not.

5.1 Docket Search

A docket search lets you search for information about a docket or dockets, including the docket title, description, participants, status, and service list.

5.2 Company Search

A company search returns information about the companies on the IUB companies list, including company name, business address, and IUB company number.

5.3 Document Search and Retrieval

Document searches are possible through four screens: Document Search, Filing Search, Full-Text Search, and Tariff Search. These screens allow you to search for public documents that have been received or issued and posted by the IUB. The filing search allows you to search for groups of documents submitted together in a filing. The Full-Text Search allows you to search the text of all documents, but this search should be used sparingly because the search takes longer to run and uses more system resources (yours

and EFS) than the other searches, depending on what criteria are entered. The Tariff Search screen allows users to search through the tariff books, including active tariffs, books that contain the superseded pages, and inactive tariffs that are in the system. Tariff books are not viewable through a docket search.

5.4 Wildcard Searches

Wildcards may be used on any of the text fields when doing a Document Search, Filing Search, Full-Text Search, Docket Search, and Company Search. A wildcard is a symbol that stands for one or more unknown letters or numbers. The wildcards that may be used are the percent sign (%), which indicates any character(s), and the underscore (_), which indicates a single character.

On all the search screens, if no wildcards are entered, a percent wildcard will automatically be added to the end of the text entered. For example, if a Document Title has an entered value of 'Notice', the value that will be searched will be 'Notice%'. This will return all documents that have a Document Title starting with Notice.

5.4.1 Wildcard Search Example A

To find all docket titles containing the word or partial company name telecommunications, enter %telecommunications% in the docket title field. The search will return docket titles like "Telecommunications Company A v. Another Company" or "Proposed Rule Revisions Regarding Telecommunications Issues."

5.4.2 Wildcard Search Example B

If three underscores are entered before -2007 and a percent symbol after the year (shown as ___-2007%) as search criteria in the docket number field, the search will look for all dockets that have three characters in front of -2007 and any characters after the 7.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User!

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Update Profile | Logout

Document Search

Docket Number:

Docket Type:

Filing Title:

Date Filed: -

Document Title:

Document Type:

Submitter Name:

Submitting Parties:

Industry Type:

Sort Results By:

Results Per Page:

IUB Home | EFS Home | Help / FAQ | Login

Select the icon to pop-up a Docket Search that will populate the field.

Select calendar icon to select a date.

Select the icon to pop-up a Company Search that will populate the Parties box.

Selecting the Add button by the drop-down or text box will add that item to the Parties box. Selecting one or more items from the Parties box and selecting Remove will remove those parties.

You can specify how you want the results sorted and how many results you want to see per page.

Select the Search button to run the Search.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User!

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Update Profile | Logout

Full-Text Search

PLEASE NOTE: Full text searching is resource intensive. Depending on your connection speed, it may be several minutes before any results are returned.

Text Search:

Docket Number:

Docket Type:

Filing Title:

Date Filed: -

Document Title:

Document Type:

Submitter Name:

Submitting Parties:

Industry Type:

Sort Results By:

Results Per Page:

IUB Home | EFS Home | Help / FAQ | Login

The Full-Text Search is the same as the Document Search except for the addition of the Text Search field, which allows you to also search through the text of all text-based documents in the system.

Select the Search button to run the Search.

This is the search results view for the Document Search and the Full-Text Search.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User!

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help / FAQ | Update Profile | Logout

Document Search Results

5 Results Found (Back to Search)

Search Criteria: Docket Type: RPU Date Filed: 01/01/2007 - 12/31/2007 Document Type: Initiating File or Document and Amendments

Page 1

	Docket Number	Document Title	Date Filed	Document Type	Submitter Name
View Save Summary	RPU-2007-0001	Application for Access Service Rates	02/26/2007	Initiating File or Document and Amendments	Person1
	Filing Title: Rate Proceeding Initial Application Submitting Parties: South Slope Cooperative Telephone Company				
View Save Summary	RPU-2007-0002	Application for Ratemaking Principles	04/19/2007	Initiating File or Document and Amendments	Person2
	Filing Title: Ratemaking Principles Initial Filing Submitting Parties: MidAmerican Energy Company				
View Save Summary	RPU-2007-0003	Application for Revision of Rates	08/30/2007	Initiating File or Document and Amendments	Person3
	Filing Title: Rate Increase Initial Application Submitting Parties: Iowa-American Water Company				
View Save Summary	RPU-2007-0004	Rate Equalization Third Step Tariff Application	09/07/2007	Initiating File or Document and Amendments	Person4
	Filing Title: Rate Equalization 3 Initial Filing Submitting Parties: Interstate Power and Light Company				
View Save Summary	RPU-2007-0005	Application for Ratemaking Principles	09/28/2007	Initiating File or Document and Amendments	Person5
	Filing Title: Rate Increase Initial Application Submitting Parties: Interstate Power and Light Company				

Page 1

IUB Home | EFS Home | Help / FAQ | Login

Number of results found is indicated.

Search criteria entered on the previous page are listed here.

Click on any of the column headers to re-sort the results by that column. Select the same column to change from Asc to Desc.

Select the View link to view that specific document in a new browser window.

Select the Save link to open a save dialog box that allows you to open the document or save the document to your computer or network.

Select the Summary link to view the Docket Summary for that specific docket number.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User!

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help / FAQ | Update Profile | Logout

Document Search Results

5 Results Found (Back to Search)

Search Criteria: Docket Type: RPU Date Filed: 01/01/2007 - 12/31/2007 Document Type: Initiating File or Document and Amendments

Page 1

	Docket Number	Document Title	Date Filed	Document Type	Submitter Name
View Save Summary	RPU-2007-0005	Application for Ratemaking Principles Initial Filing	09/28/2007	Initiating File or Document and Amendments	Person5
	Filing Title: Rate Increase Initial Application Submitting Parties: Iowa-American Water Company				
View Save Summary	RPU-2007-0004	Rate Equalization Third Step Tariff Application	09/07/2007	Initiating File or Document and Amendments	Person4
	Filing Title: Rate Equalization 3 Initial Filing Submitting Parties: Interstate Power and Light Company				
View Save Summary	RPU-2007-0003	Application for Revision of Rates	08/30/2007	Initiating File or Document and Amendments	Person3
	Filing Title: Rate Increase Initial Application Submitting Parties: MidAmerican Energy Company				
View Save Summary	RPU-2007-0002	Application for Ratemaking Principles	04/19/2007	Initiating File or Document and Amendments	Person2
	Filing Title: Ratemaking Principles Initial Filing Submitting Parties: South Slope Cooperative Telephone Company				
View Save Summary	RPU-2007-0001	Application for Access Service Rates	02/26/2007	Initiating File or Document and Amendments	Person1
	Filing Title: Rate Proceeding Initial Application Submitting Parties: Iowa Telecom, a new test for docket, asdfasdfsdfasdfsdfsd, docket party!!!!				

Page 1

IUB Home | EFS Home | Help / FAQ | Login

Opening erinTest.txt

You have chosen to open

erinTest.txt

which is a: Text Document
from: https://ucmdev.zerous.com

What should Firefox do with this file?

☒ Open with: Notepad (default)

☐ Save to Disk

☐ Do this automatically for files like this from now on.

OK Cancel

This is a view of the save dialog box that appears when the Save link is selected.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User!

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Update Profile | Logout

Docket Summary for Docket RPU-2007-0001

[Back to Results](#) | [Documents](#) | [View Service List](#) | [Print](#)

Docket Number: RPU-2007-0001
Docket Title: South Slope Cooperative Telephone Company
Docket Description: Application for Access Service Rates
Docket Notes: Carrier common line charge
Docket Summary: adding a summary
Initial Submitting Parties:
Initial Submission Date: 01/10/2008
Initial Filing Date: 02/16/2007
Initial Accepted/Rejected Date:
Docket Status: Open
Presiding: Board
County: Not Applicable
Expedited Relief: N
Industry Type: Telephone
Involved Parties:
Comments:
Related Dockets (Consolidated):
Related Dockets (Includes):
Related Dockets (See Also):

[Back to Results](#) | [Documents](#) | [View Service List](#) | [Print](#)

IUB Home | EFS Home | Help / FAQ | Login

Select the Documents link to view all documents for the current docket number.

Select the View Service List link to see the Service List for the current docket number.

Select the Print link to pop-up the Print dialog box, allowing you to print the current screen without the header, footer, and any links.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User!

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Update Profile | Logout

Tariff Search

Company: [Select a Company]
Industry Type: [Select an Industry Type]
Tariff Status: [Select a Tariff Status]
Sort Results By: Company Asc
Results Per Page: 25

IUB Home | EFS Home | Help / FAQ | Login

You can specify how you want the results sorted and how many results you want to see per page.

Select the Search button to run the Search.

Iowa Utilities Board - Electronic Filing System

[IUB Home](#) | [EFS Home](#) | [Search](#) | [Summary of Orders and Filings](#) | [Submit Filing](#) | [Help/FAQ](#) | [Login](#)

Filing Search

Filing ID:

Filing Title:

Filing Type:

Docket Number:

Date Filed: -

Submitter Name:

Submitting Parties:

Document Title:

Document Type:

Sort Results By:

Results Per Page:

[IUB Home](#) | [EFS Home](#) | [Help / FAQ](#) | [Login](#)

This screen shows the filing search criteria. Searches can be limited by entering information in one or more of the search fields.

You can specify how you want the results sorted and how many results you want to see per page.

Iowa Utilities Board - Electronic Filing System

[IUB Home](#) | [EFS Home](#) | [Search](#) | [Summary of Orders and Filings](#) | [Submit Filing](#) | [Help/FAQ](#) | [Login](#)

Filing Search Results

4 Results Found [\(B\)ack to Search](#)

Search Criteria:
Filing Type: all
Docket Number: efs-2009-0001
From Date: 03/06/2009
To Date: 8/17/2009

Page 1

	<u>Filing ID</u>	<u>Docket Number</u>	<u>Filing Title</u>	<u>Submitter Name</u>	<u>Date Filed</u>	<u>Submitting Parties</u>
View	2129273	EFS-2009-0001	Invitation to Groundbreaking for IUB/OCA Building on August 20, 2009	Iowa Utilities Board	08/17/2009	
View	2109432	EFS-2009-0001	Best Practices Advisory -- July 2009	Iowa Utilities Board	07/02/2009	
View	2084196	EFS-2009-0001	Scheduled Outage for EFS on May 14 at 8 pm to May 15 at 6 am	Iowa Utilities Board	05/14/2009	
View	2029869	EFS-2009-0001	Frequently Asked Questions, March 2009	Iowa Utilities Board	03/06/2009	Iowa Utilities Board

Page 1

[IUB Home](#) | [EFS Home](#) | [Help / FAQ](#) | [Login](#)

The filing search results display the filing ID, the docket number, filing title, submitter name, date filed, and submitting parties. Click on view to view the filing and get links to public documents contained within the filing. Click on underlined column headings to sort the results. Click again to change sort order between ascending and descending.

This is the search results view for the Filing Search.

Search criteria entered on the previous page are listed here, along with the number of results.

This is the search results view for the Tariff Search.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help / FAQ | Update Profile | Logout

5 Results Found [Back to Search](#)

Search Criteria: **Industry Type:** Natural Gas **Tariff Status:** Active

Tariff Search Results

Page 1

	Docket Number	Document Title	Industry Type	Company	Tariff Status
View Save Summary	T-0150	Natural Gas Tariff	Natural Gas	Interstate Power and Light Company	Active
View Save Summary	T-0156	Natural Gas Tariff	Natural Gas	Mid-American Energy Company	Active
View Save Summary	T-0220	Natural Gas Tariff	Natural Gas	Allison Gas Company	Active
View Save Summary	T-0222	Natural Gas Tariff	Natural Gas	Atmos Energy Corporation	Active
View Save Summary	T-0225	Natural Gas Tariff	Natural Gas	Aquila, Inc.	Active

Page 1

IUB Home | EFS Home | Help / FAQ | Login

Number of results found is indicated.

Search criteria entered on the previous page are listed here.

Click on any of the column headers to re-sort the results by that column. Select the same column to change from Asc to Desc.

Select the View link to view that specific document in a new browser window.

Select the Save link to open a save dialog box that allows you to open the document or save the document.

Select the Summary link to view the Docket Summary for that specific docket number.


5.5 Summary of Orders and Filings Search

The Summary of Orders and Filings Search replaces the Daily Summary of Orders and Filings previously prepared by the Board and provides the user with more options. The search results will show all filings by docket on a particular date. Listings of filings in dockets subject to the electronic filing requirement will include a link to a list of the documents included in that filing. For instance, a date range can be entered instead of only selecting a certain date. When first viewing the screen, the date fields will be pre-populated with the current date.

Iowa Utilities Board - Electronic Filing System Welcome, Joe External User!

[IUB Home](#) | [EFS Home](#) | [Search](#) | [Summary of Orders and Filings](#) | [Submit Filing](#) | [Help/FAQ](#) | [Update Profile](#) | [Logout](#)

Summary of Orders and Filings Search

Date: 05/21/2008  - 05/21/2008 

[IUB Home](#) | [EFS Home](#) | [Help / FAQ](#) | [Login](#)

Select calendar icon to select a date.

Select search button to run a search.

Iowa Utilities Board - Electronic Filing System Welcome, Joe External User!

[IUB Home](#) | [EFS Home](#) | [Search](#) | [Summary of Orders and Filings](#) | [Submit Filing](#) | [Help/FAQ](#) | [Update Profile](#) | [Logout](#)

UTILITIES DIVISION
IOWA DEPARTMENT OF COMMERCE
SUMMARY OF ORDERS AND FILINGS
09/01/2007 - 09/04/2007

MONDAY, SEPTEMBER 3, 2007

[E-21873](#)
Interstate Power and Light Company
Order Granting Extension of Franchise

[E-21878](#)
Northeast Missouri Electric Power Cooperative
Order Granting Extension of Franchise

[GCU-07-1](#)
Interstate Power and Light Company
Order Granting Interventions

TUESDAY, SEPTEMBER 4, 2007

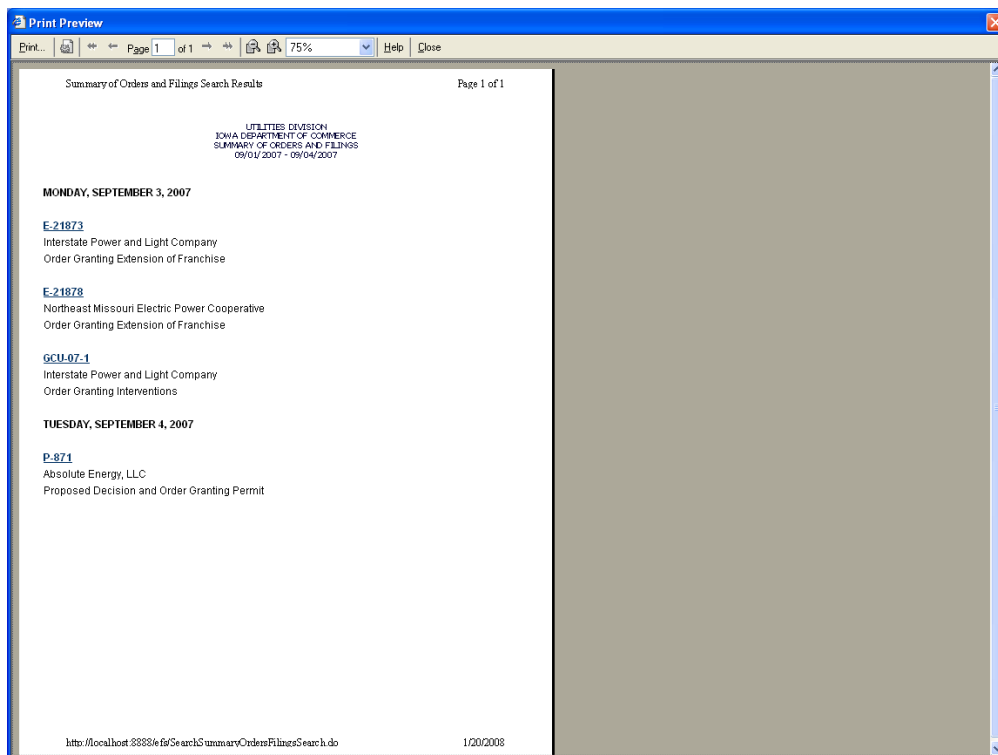
[P-871](#)
Absolute Energy, LLC
Proposed Decision and Order Granting Permit

[IUB Home](#) | [EFS Home](#) | [Help / FAQ](#) | [Login](#)

Select the Print button to have a Print dialog appear, allowing you to print the current screen.

Dates entered on previous screen shown here.

Select the docket number link to open a pop-up of all the documents for the specific filing in that docket number.



Note that when the screen is printed, the header, footer, and any buttons do not appear.

5.6 Docket Search

This screen allows you to search for all existing dockets by one or more criteria.

Select calendar icon to select date.

Select the icon to pop-up a Company Search that will populate the Parties box.

Selecting the Add button by the drop-down or text box will add that item to the Parties box. Selecting one or more items from the Parties box and selecting Remove will remove those parties.

One or more Industry Types can be selecting by using Ctrl-Click with your mouse.

You can specify how you want the results sorted and how many results you want to see per page.

Select the Search button to run the Search.

Iowa Utilities Board - Electronic Filing System

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Login

Docket Search Results

5 Results Found [Back to Search](#)

Search Criteria: **Docket Number:** RPU

Page 1

Documents	Summary	Docket Number	Docket Title	Initial Filing Date	Docket Status
Documents	Summary	RPU-2007-0001	South Slope Cooperative Telephone Company Docket Description: Application for Access Service Rates Docket Notes: Carrier common line charge	02/26/2007	Open
Documents	Summary	RPU-2007-0002	MidAmerican Energy Company Docket Description: Application for Declaration of Ratemaking Principles for Wind Power Projects Docket Notes: Wind Project, up to 540 MW, locations not determined	04/19/2007	Closed
Documents	Summary	RPU-2007-0003	Iowa American Water Company Docket Description: Application for Revision of Rates Docket Notes: \$6.124 million increase requested (26.73%)	08/30/2007	Closed
Documents	Summary	RPU-2007-0004	Interstate Power and Light Company Docket Description: Rate Equalization Third Step Tariff Application Docket Notes: Large general service, residential service, general service	09/07/2007	Closed
Documents	Summary	RPU-2007-0005	Interstate Power and Light Company Docket Description: Application for Determination of Ratemaking Principles for Wind Project Docket Notes: Wind project, up to 200 MW, site not determined	09/28/2007	Open

Page 1

IUB Home | EFS Home | Help / FAQ | Login

Number of results found is indicated.

Search criteria entered on the previous page are listed here.

Click on any of the column headers to re-sort the results by that column. Select the same column to change from Asc to Desc.

Select the Documents link to view all documents for that specific docket number.

Select the Summary link to view the Docket Summary for that specific docket number.

Iowa Utilities Board - Electronic Filing System

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Login

Docket Summary for Docket RPU-2007-0001

[Back to Results](#) [Documents](#) [View Service List](#) [Print](#)

Docket Number: RPU-2007-0001
Docket Title: South Slope Cooperative Telephone Company
Docket Description: Application for Access Service Rates
Docket Notes: Carrier common line charge
Docket Summary: adding a summary
Initial Submitting Parties:
Initial Submission Date: 01/10/2008
Initial Filing Date: 02/26/2007
Initial Accepted/Rejected Date:
Docket Status: Open
Presiding: Board
County: Not Applicable
Expedited Relief: N
Industry Type: Telephone
Involved Parties:
Comments:
Related Dockets (Consolidated):
Related Dockets (Includes):
Related Dockets (See Also):

[Back to Results](#) [Documents](#) [View Service List](#) [Print](#)

IUB Home | EFS Home | Help / FAQ | Login

Select the Documents link to view all documents for the current docket number.

Select the Service List link to see the Service List for the current docket number.

Select the Print link to pop-up the Print dialog box, allowing you to print the current screen without the header, footer, and any links.

5.7 Company Search

This screen allows you to search for companies for which the Board has stored information. The search must specify one or more criteria.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Update Profile | Logout

Company Search

Note: The company address is the business address for the company and does not necessarily indicate where the company provides the utility service. [Click here](#) for a list of Utility Service Providers by Town.

Company Number:

Company Name:

Company Address:

City:

State / Province:

Industry Type:

Certificate Type:

Company Status:

Sort Results By:

Results Per Page:

IUB Home | EFS Home | Help / FAQ | Logout

You can specify how you want the results sorted and how many results you want to see per page.

Select the Search button to run the Search.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Update Profile | Logout

Company Search Results

5 Results Found

Search Criteria: **State / Province:** IA - Iowa **Industry Type:** Renewable

Page 1

Company Name	Industry Type	Status	Inactive Date
Summary Ag Bio-Power, LLC	Renewable	Active	
Summary BFC Electric, LLC	Renewable	Active	
Summary BFC Gas, LLC	Renewable	Active	
Summary Environmental Reclamation & Recycling	Renewable	Active	
Summary Phoenix C & D Recycling, Inc.	Renewable	Active	

Page 1

IUB Home | EFS Home | Help / FAQ | Logout

Number of results found is indicated.

Search criteria entered on the previous page are listed here.

Click on any of the column headers to re-sort the results by that column. Select the same column to change from Asc to Desc.

Select the Summary link to view the Company Summary for that specific company.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Update Profile | Logout

Company Summary for Protel Advantage, Inc.

[Back to Results](#) [Print](#)

Company Number: 3733

Industry Types: Telephone

Code Types: Other - Other

Certificates:

Company Name: Protel Advantage, Inc.

Address 1: 1308 Medora Road

Address 2:

Address 3:

City: Mendota Heights

State / Province: MN - Minnesota

Zip Code / Postal Code: 55118

Status: Active

Inactive Date:

Related Companies

Primary Company	Relationship	Related Company	Industry Type	Status	Effective Date
Summary Protel Advantage, Inc. - 3733	Doing Business As	Long Distance Savings - 3733	Unknown	Active	11/06/2008

[Back to Results](#) [Print](#)

IUB Home | EFS Home | Help / FAQ | Logout

If the company has any related companies, they will be shown here along with the type of relationship and other information about the related company.

Selecting the Summary link under Related Companies will take you to the Company Summary page for the related company.

Select the Print link to pop-up the Print dialog box, allowing you to print the current screen without the header, footer, and any links.

5.8 View Service List

This screen allows you to view the Service List associated with a specific docket number. It is accessible through the Docket Summary screen.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Update Profile | Logout

Service List

[Back to Summary](#)

Docket Number: HLP-2008-0005 - Docket Title - November 6, 2008

(S) Show Details

Name	Contact Method	Email Address	Phone
Office of Consumer Advocates	Email	oca@tempemail.com	(515) 555-5555
Sally Submitter	Email	sally@hotmail.com	

IUB Home | EFS Home | Help / FAQ | Logout

Select the Show Details button if you wish to view additional service list information.

Iowa Utilities Board - Electronic Filing System

Welcome, Joe External User

IUB Home | EFS Home | Search | Summary of Orders and Filings | Submit Filing | Help/FAQ | Update Profile | Logout

Service List

[Back to Summary](#)

Docket Number: HLP-2008-0005 - Docket Title - November 6, 2008

(H) Hide Details

Name	Contact Method	Email Address	Phone
Office of Consumer Advocates	Email	oca@tempemail.com	(515) 555-5555
Sally Submitter	Email	sally@hotmail.com	

IUB Home | EFS Home | Help / FAQ | Logout

To hide the extra information and only view the basic information, select the Hide Details button.

6 File and Document Naming Instructions

When naming filings and documents, it is important to keep in mind that one great benefit of EFS is the ability to find documents once they are filed. In order to make each document easier to find, names of filings and documents should be descriptive without being verbose.

Remember to be as consistent, concise, and complete as possible within EFS constraints.

When a filing contains a single document, it may make sense for the filing title and document title to be the same. When a filing contains multiple documents, use the filing title to identify the group of documents filed together.

Filing titles must be no more than 200 characters, including spaces. Document titles must be no more than 200 characters, including spaces. Filing and document titles should not include the application extension (.doc, .xls, .pdf) in the title.

6.1 *Sample Filing Titles:*

Use these:

- Application for Authority to Provide Competitive Local Exchange Service
- Application for Electric Rate Increase
- Application for Extension of Electric Franchise
- Complaint to Reduce Access Charges to Economic Cost
- Complaint for Reform of Access Charges
- Complaint Regarding Unfair Application of Balancing Penalties
- Direct Testimony and Exhibits
- Joint Motion for Adoption of Stipulation
- Motion for Extension of Time
- Motion to Compel Discovery
- Petition for Formal Proceeding
- Petition to Intervene
- Petition to Intervene and Application for Admission of Out-of-State Attorney to Appear
- Prehearing Brief
- Proposed Purchased Gas Adjustment Tariff Revision to Reflect a Change by the Suppliers Northern Natural Gas Company, Natural Gas Pipeline Company of America, ANR Pipeline Company
- Request for Permission to Appear
- Supplemental Testimony

6.2 *Sample Document Titles:*

- Application for Admission of Out-of-State Attorney to Appear
- Application for Authority to Provide Competitive Local Exchange Service
- Complaint to Reduce Access Charges to Economic Cost
- Complaint for Reform of Access Charges
- Complaint Regarding Unfair Application of Balancing Penalties
- Doe, J.N., Direct testimony
- Doe, J.N., Exhibit
- Doe, J.N., Exhibit – Confidential
- Doe, J.N., Exhibit – Public
- Joint Motion for Adoption of Stipulation
- Motion for Extension of Time
- Motion to Compel Discovery
- Petition for Formal Proceeding
- Petition to Intervene
- Prehearing Brief
- Request for Confidential Treatment
- Request for Permission to Appear
- Request for Waiver of (show rule -- 199 IAC x.x(x))
- Smith, A.B, Supplemental Testimony
- Doe, J.N., Supplemental Testimony
- Tariff for Competitive Local Exchange Service

6.3 What Not to Do

Don't use these as either filing or document titles:

- April 20, 2009
- Document 1
- File2
- Filing
- Motion
- My Certificate
- PGA
- Rates
- Request
- Rate.xls

7 Common Features

7.1 Quick Access Keys

Several buttons in EFS have quick access keys that allow you to select a button without using the mouse to click on the button. If a character is surrounded by parentheses, this indicates that character is the quick access key. For example, a button that contains the text "(S)earch" has a quick access key of "S."

To use the quick access key, locate your browser and computer in the list below for instructions.

7.1.1 Internet Explorer on a PC

To use a quick access key in Internet Explorer on a PC, select and hold down the Alt key, then select the quick access key and release both keys. For example, with a quick access key of "S," select Alt-S.

7.1.2 Internet Explorer on a Mac

To use a quick access key in Internet Explorer on a Mac, select and hold down the Ctrl key, then select the quick access key and release both keys. For example, with a quick access key of "S," select Ctrl-S.


7.1.3 Mozilla Firefox

To use a quick access key in Firefox, select and hold down the Shift key, select and hold down the Alt key, then select the quick access key and release all 3 keys. For a quick access key of “S,” select Shift-Alt-S.


7.1.4 Opera

To use a quick access key in Opera, select and hold down the Shift key, select and hold down the Esc key, then select the quick access key and release all three keys. For a quick access key of “S,” select Shift-Esc-S.

7.2 *Magnifying Glass Icons*


A magnifying glass icon () next to a field on a screen indicates that a pop-up search function is available for that field. For example, if the magnifying glass icon appears after a docket number field, using the mouse to click on this icon will open a docket search that will allow you to search for and select the correct docket number. The selected docket number will populate the docket number field on the original screen. This search function is also available for the company field. For best results when using this function, disable your pop-up blocker for the EFS site.

7.3 *Calendar Icons*

A calendar icon () next to a date field on a screen indicates that a pop-up calendar function is available to allow you to select and populate a date in that field. For best results when using this function, disable your pop-up blocker for the EFS site.

In all calendar fields, you can also enter the date manually instead of selecting it. If you type it in, the date must either be in the format mm/dd/yyyy or in the format mmddyyyy. Slashes will automatically be added to dates in the mmddyyyy format when you tab out of the field. Note that all years must be entered as four digits.

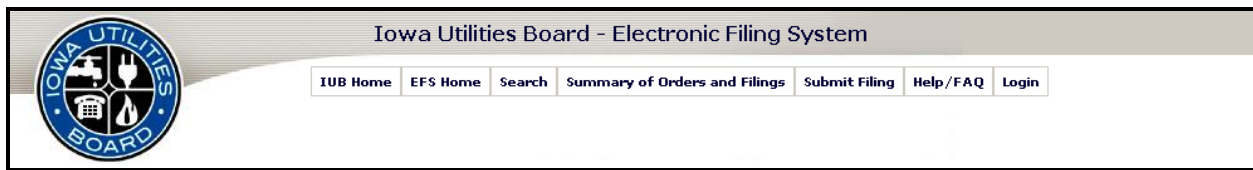
7.4 *Required Fields*

Required fields on the screen are indicated with a star icon (). You will not be able to proceed unless you enter the required information in these fields.

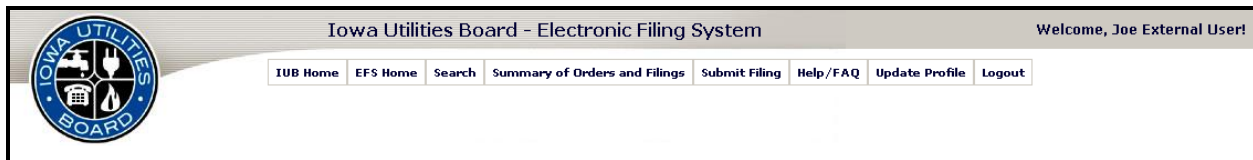
7.5 *Header Menu*

The Header Menu is available on most EFS pages. It allows you to navigate to all areas of EFS. To access drop-down menus, use your mouse to hover over the menu item (e.g., Search), and if there are drop-down menu items, those items will appear.

Header Menu (initial view):



Header Menu (view after logging in – note the Welcome message on the top right):



Header Menu with sub-menus:



7.6 Footer

The footer appears on all pages of EFS. Different menu options are available depending upon page type.

Main Level Footer:



Pop-up Level Footer:



7.7 Error/Warning Messages

Most error messages or warning messages display at the top of the screen in bold red text. Generally, these items need to be addressed before proceeding to the next page.

Some error messages or warning messages display in the form of an alert box in front of the page. To continue, you must select either OK or Cancel to close the alert box.

Submitter Name is required.

Because the screen has been refreshed, a new image was generated for image verification. Please enter the characters in the image at the bottom of the screen.

Welcome to the Iowa Utilities Board's (IUB) Electronic Filing System.

You can use this system to file documents with the IUB. Simply fill in some information about yourself and about the document and filing on this screen and select Add Document. If you don't know the docket information, you may leave it blank. The Filing Title is provided by you to help the IUB know what the filing is about.

On the next screen, you will select the file you wish to upload, and add it to your filing. If you have more than one document to submit in this filing, you can add documents one at a time until you have added them all. Documents in a single filing should be related to the same docket or subject. Please submit unrelated documents as separate filings. To submit the filing after adding document(s), press "Done". To cancel a submission without filing it, press the "Cancel" button at any time.

* - required field

Docket Number:

Filing Title:

Submitter Name:

Submitter Company:

Submitter Email: (Email or Phone is required)

Address is outside the US, Canada, and Mexico: ☐

Submitter Address 1:

Submitter Address 2:

Submitter Address 3:

Here are some examples of error/warning messages displaying on the top of the screen in bold red.

The page at http://iubvm2dev.zirows.com:7177 says:

That date is invalid. Must be in mm/dd/yyyy format. Please try again.

OK

Document Search

Docket Number:

Docket Type:

Filing Title:

Date Filed: -

Document Title:

Document Type:

Submitter Name:

Submitting Parties:

Industry Type:

Sort Results By:

Results Per Page:

IUB Home | EFS Home | Help / FAQ | Login

A sample error alert box.

8 Glossary

- Adobe Acrobat – Application universally used to create and view PDF documents. Adobe Systems Inc. created the PDF software.
- Board – Iowa Utilities Board
- Browse – A Windows operation of navigating through directories to select a specific file. When filing a document through EFS, the Browse function allows a user to access and select for filing documents stored in his or her own computer.
- Checkbox – Checkboxes are designed to allow users to choose items from a list by clicking on the box next to the item. If there are multiple checkboxes, more than one item can be selected. Once selected, the box will contain a check mark or an “x.”
- Docket – A group of filings that share a relationship. Each docket is assigned a number and a specific docket type.
- Download – Downloading refers to copying documents or files from the Internet or a network server to your computer. The opposite of download is upload.
- Drop-down Box – An alphabetical list of selections to choose from. Drop-down boxes are used throughout EFS to list companies, industry types, etc. When you see a selection you want to make, click on it to highlight it. To select more than one item, hold down the control (Ctrl) key, scroll to the next selection, click on it to highlight it, and continue as needed. Not all drop-down boxes allow for multiple selections.
- EFS – the Iowa Utilities Board's Electronic Filing System. External users use EFS to file documents with the Board and to search for and view public documents filed with the Board. The Board uses EFS to receive filings from external users and to publish and issue Board orders. In some cases, EFS is used to serve documents filed by external users on other parties.
- Filer – The user who submits a document through EFS for the Board's consideration.
- Filing – A filing consists of one or more documents, along with some basic information, which are submitted for the Board's consideration.
- IUB – Iowa Utilities Board.
- PDF – Portable Document Format. PDF is a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the application and platform used to create it. PDF files are viewed using Adobe Reader.
- Pop-up Window – A window that appears separate from the original page; a user can have the main level page and the pop-up window open at the same time.

- Radio Button – A round selection button used to choose one item from a list. Click on the button next to the item to make the selection.
- Records and Information Center – The Iowa Utilities Board Records and Information Center receives, reviews, and processes filings for publication and distribution.
- Screen Resolution – Refers to the sharpness and clarity of an image. For monitors, it refers to the number of dots (pixels) that can be placed side by side on a screen (e.g., 800 x 600 screen resolution is capable of placing 800 dots on 600 lines).
- Tariff – A schedule of rates or charges of a public utility.
- Tariff Book – T docket type. This is a compilation of all the most current pages approved through TF filings, etc. that comprise a tariff.
- TF – Tariff Filing. This is a docket type that is used to designate proceedings through which the schedules of rates and services are approved by the Board. A TF is the proceeding for considering new or revised rates and services and is different from a Tariff Book, a compilation of approved rates and services (T docket type).
- Upload – To transmit data from your computer to a network or Web server. To file a document through EFS, you must upload it from your computer to the Board's Web server.

9 Index

	Page Number
Calendar Icons	32
Common Features	31
Company Search	18
Company Search	27
Docket Search	18
Docket Search	25
Document Search and Retrieval	18
EFS Processes	5
Error/Warning Messages	33
File and Document Naming Instructions	28
Filing and Retrieval of Documents	4
Footer	33
Forgot Password	6
Glossary	35
Header Menu	32
How to File	10
Login	5
Magnifying Glass Icons	32
Quick Access Keys	31
Required Fields	32
Searches	18
Submission Process Overview	10
Submitting a Filing	10
Summary of Orders and Filings Search	23
Update Profile	8
View Service List	28
What Happens to Your Filing	17
What Not to Do	31
Wildcard Searches	19

Appendix A: Standards for Electronic Information

Revised January 2011

On January 2, 2009, the Iowa Utilities Board (IUB) began accepting filings in NEW proceedings through an Electronic Filing System (EFS). Filings in proceedings initiated prior to January 2, 2009, will primarily continue to be filed on paper, and any accompanying electronic information should be filed in accordance with the standards in [Section C](#) below, until those dockets are closed. For more information on filings in EFS, see [Section A](#) below.

Contact the Records and Information Center at 1375 East Court Avenue, Des Moines, IA 50319-0069 or at (515) 725-7337 for an official copy of these standards.

A. Information for proceedings subject to the Electronic Filing Requirement
(for filing in proceedings not subject to the electronic filing requirement, see [Section C](#).)

The Iowa Utilities Board's (IUB) standard operating system is Microsoft (MS) Windows XP.

The IUB's standard application software is MS Office 2007. Filers may file information in MS Office 2007 format. However, it is recommended that spreadsheets and workbooks be filed in MS Office 2000-2003 format for maximum useability.

1. MS Excel 2007 for spreadsheets and workbooks;
2. MS Access 2007 for databases;
3. MS Word 2007 for text.

Electronic information should be presented in these formats or in formats that are convertible by these applications without loss of data or functionality. Electronic files that are not intended to be used for or to present calculations or data manipulation may be submitted in text-searchable (whenever feasible) portable document format (PDF).

Spreadsheets, workbooks, and databases must be filed in native format (MS Excel 2000, 2003, or 2007 or MS Access 2000, 2003, or 2007) and must include all cell formulae and cell references to allow IUB staff and the Office of Consumer Advocate to analyze and reproduce calculations. If you request confidential treatment of any information in a spreadsheet, worksheet, or database, you must submit a request for confidential treatment along with two versions of the document: a public version with the cell formulae deactivated and other confidential information redacted and a version not for publication containing live formulae and no redaction.

Databases that do not contain calculations may also be provided in comma delimited format (CSV) and text may be submitted in ASCII or other standard text (TXT) format.

It is the filer's responsibility when submitting a public version of any document to take appropriate measures to ensure that any embedded confidential information is non-viewable, non-searchable, and non-reversible.

Remove all password protection from documents and files before submitting them into EFS. Filings containing password protected documents will be rejected. Do not submit zipped files. Filings containing zipped or compressed documents will be rejected.

Digital photographs should be submitted in JPG or TIF format.

If you propose to submit electronic information that does not comply with these standards, please contact the Executive Secretary or the General Counsel of the Board prior to submission.

B. Naming Conventions for Documents and Filings in EFS

When naming filings and documents, it is important to keep in mind that one great benefit of EFS is the ability to find documents once they are filed. In order to make each document easier to find, names of filings and documents should be descriptive without being verbose.

Remember to be as clear, consistent, concise, and complete as possible within EFS constraints.

When a filing contains a single document, it may make sense for the filing title and document title to be the same.

Filing titles must be no more than 200 characters, including spaces. Document titles must be no more than 200 characters, including spaces. Filing and document titles should not include the software application extension (.doc, .xls, .pdf) in the title.

Filings made under the Iowa Administrative Code, the Code of Iowa, or United States Code should include the code citation in the filing title (e.g., Alternate Energy Production Annual Report, 199 IAC 15.11(3); Joint Filing of Guidelines, 199 IAC 20.2(4)"g"; Fourth Quarterly Report, Iowa Code 476.29).

The document name for a document containing testimony, should include the word "testimony" and at least the last name(s) of the witness(es) in the document title. Similar naming should apply for exhibits and workpapers or any other documents where the identity of the person presenting the information is key information.

Sample filing titles:

Use these:

- Application for Authority to Provide Competitive Local Exchange Service
- Application for Electric Rate Increase
- Application for Extension of Electric Franchise
- Complaint to Reduce Access Charges to Economic Cost
- Complaint for Reform of Access Charges
- Complaint Regarding Unfair Application of Balancing Penalties
- Direct Testimony and Exhibits

Joint Motion for Adoption of Stipulation
Motion for Extension of Time
Motion to Compel Discovery
Petition for Formal Proceeding
Petition to Intervene
Petition to Intervene and Application for Admission of Out-of-State Attorney to Appear
Prehearing Brief
Proposed Purchased Gas Adjustment Tariff Revision to Reflect a Change by the Suppliers Northern Natural Gas Company, Natural Gas Pipeline Company of America, ANR Pipeline Company
Purchased Gas Adjustment for September
Request for Permission to Appear
Supplemental Testimony

Sample document title:

Application for Admission of Out-of-State Attorney to Appear
Application for Authority to Provide Competitive Local Exchange Service
Complaint to Reduce Access Charges to Economic Cost
Complaint for Reform of Access Charges
Complaint Regarding Unfair Application of Balancing Penalties
Doe Direct testimony
Doe Exhibit102 – Confidential
Doe Exhibit 102 – Public
Doe Supplemental Testimony
Doe Workpapers – Cost of Capital
Joint Motion for Adoption of Stipulation
Motion for Extension of Time
Motion to Compel Discovery
Petition for Formal Proceeding
Petition to Intervene
Prehearing Brief
Request for Confidential Treatment
Request for Permission to Appear
Request for Waiver of (show rule -- 199 IAC x.x(x))
Smith Supplemental Testimony
Tariff for Competitive Local Exchange Service

Don't use these as either filing or document titles:

April 20, 2009
Document 1
File2
Filing
Motion
My Certificate
PGA
Rates

Request

C. Information for proceedings not subject to the Electronic Filing Requirement

Electronic information in proceedings otherwise continuing on paper must be filed along with the paper documents at the following address:

Executive Secretary
Iowa Utilities Board
Records and Information Center
1375 East Court Avenue
Des Moines, Iowa 50319-0069

The Iowa Utilities Board's (IUB) standard operating system is Microsoft (MS) Windows XP.

The IUB's standard application software is MS Office 2007. Filers may file information in MS Office 2007 format. However, it is recommended that spreadsheets and workbooks be filed in MS Office 2000-2003 format for maximum useability.

1. MS Excel 2007 for spreadsheets and workbooks;
2. MS Access 2007 for databases;
3. MS Word 2007 for text.

Electronic information should be presented in these formats or in formats that are convertible by these applications without loss of data or functionality. Databases that do not contain calculations may also be provided in comma delimited format (CSV) and text may be submitted in ASCII or other standard text (TXT) format.

Spreadsheets, workbooks, and databases must include all cell formulae and cell references to allow IUB staff to analyze and reproduce calculations.

All electronic files must be provided in editable form. Any files submitted in portable document format (PDF) must be accompanied by the original files from which the PDF files were created, in native format and including calculations and formulae.

It is the filer's responsibility when submitting a public version of any document to take appropriate measures to ensure that any embedded confidential information is non-viewable, non-searchable, and non-reversible.

Remove all password protection from documents and files before submitting them into EFS. Filings containing password protected documents will be rejected. Do not submit zipped or compressed files without prior authorization. Filings containing zipped or compressed documents will be rejected.

Digital photographs should be submitted in JPG or TIF format.

If the digital information is being filed in a proceeding not subject to the electronic filing requirement (i.e., a proceeding initiated prior to January 2, 2009, or a proceeding otherwise to remain on paper), filers must submit the electronic information on the following types of compatible media:

1. Electronic files should be submitted on IBM-compatible DVD, CD-ROM or 3 ½" disk. The IUB is unable to use non-IBM compatible media for data.
2. Sound recordings should be submitted on DVD, CD-ROM or cassette tape.
3. Video recordings should be submitted on DVD.

If you propose to submit electronic information that does not comply with these standards, please contact the Executive Secretary or the General Counsel of the Board prior to submission.